

9 May 1949

Document No. 002

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Class SECRET 10 10 8 0

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Date: 23/02/78 By: 008

MEMORANDUM FOR: Executive
Budget Officer
Personnel Officer
Services Officer
Chief, Advisory Council
General Counsel
Chief, ICAPS
Assistant Director for Collection and Dissemination
Assistant Director for Scientific Intelligence
Assistant Director for Reports and Estimates
Assistant Director for Special Operations
Assistant Director for Policy Coordination
Assistant Director for Operations

SUBJECT: CIA Courier Delivery to the IAC Agencies.

1. Problem

a. There is a constantly increasing workload on the part of the Mail and Courier Section, Administrative Staff, OGD, to such an extent that all CIA courier service is being impeded. Personnel assigned to this function have been increased to the maximum allowable under budgetary limitations. Potential future increases in volume of CIA production require simplification of existing procedures.

b. Mail addressed for delivery to individuals in offices of the IAC agency buildings not only is time-consuming on the part of the CIA couriers, but renders an extreme hardship on those IAC central mail facilities held responsible for incoming materials.

2. Meeting

It is requested that an authoritative representative of each office present their operational problems and views with regard to this subject at a meeting to be held at 1030 hours, 11 May 1949, Room 1517 "M" Building.


Acting Management Officer

EMB:mgd

Chrono
Subj. file

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